

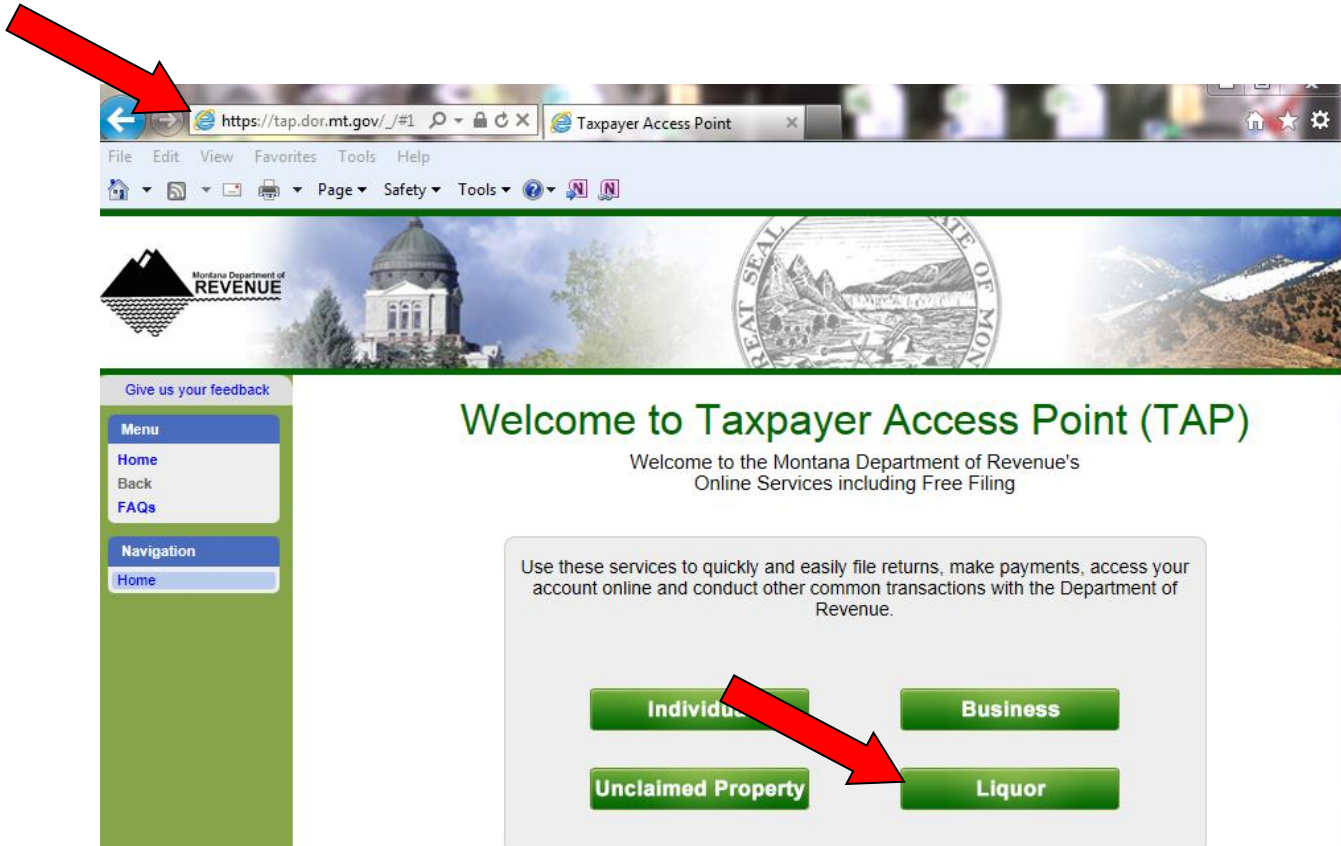
RLD REPORT TO SUBMIT IN TAP

Go to the TAP website at https://tap.dor.mt.gov/_/#1

(you can add this site to your favorites)

Now at the "TAP" Website

Click "Liquor"



Click "Login"

Give us your feedback

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Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

TAP Services

Login REQUIRED

Login

Sign up Now!

Other Services

- Vendor Calculator
- Vendor Calculator - Up
- License Search
- Server Training Submit
- Server Training Search

Login Services Include:

- Make and view payments
- Request name and address changes
- File & Pay Liquor License Renewals
- File requests for license changes, alterations, non-use status
- File catering reports & wholesale agreements
- File, view & amend beer, wine & hard cider tax returns
- View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)
- Online ordering (Agency Liquor Stores only)
- Access product reports

Fill in your Username and Password and Click "Login"

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LOGIN

Forgot my Password

Username

Password

Authorization Code:

If you have received an authorization code please enter it above. Authorization codes are sent out as an added security step for new logins and forgotten passwords. You can contact us toll free at 1 (866) 859-2254 or in Helena at 444-6900.

Login

HOT TIPS

Know Your TAP Colors

- Yellow** = Required.
- Green** = OK, your entries are valid.
- Red** = Needs correction. Place your cursor over the field to learn more.
- White** = View only. Look for Change button nearby.

After logging in to your account you will be at the Account Details screen.

Click your Account I.D. to access your account.

The screenshot shows the Montana Department of Revenue website. The header includes the Montana Department of Revenue logo, a TAS TAP link, and the Great Seal of the State of Montana. The main content area is divided into sections: 'Give us your feedback', 'Menu', 'Names and Addresses', and 'Accounts'. The 'Menu' section on the left has a red arrow pointing to the 'My Accounts' link. The 'Names and Addresses' section contains fields for Legal Name, DBA Name, Location Address, and Mailing Address. The 'Accounts' section shows a table of accounts with columns for Account Type, Name, Frequency, Address, and Balance. The table lists one account: 004-LIQ, Agcy Liq Str, Weekly-Mon.

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Names and Addresses

Legal Name

DBA Name

Location Address

Mailing Address

Accounts¹ Requests Web Messaging Letters³⁶

My Accounts¹

My Accounts

Account Type	Name	Frequency	Address	Balance
004-LIQ	Agcy Liq Str	Weekly-Mon		

Online Services | Department of Revenue | Privacy & Security Policy | Accessibility | Contact Us

Click "Submit RLD"

The screenshot shows the Montana Department of Revenue website. The header includes the Montana Department of Revenue logo, a TAS TAP link, and the Great Seal of the State of Montana. The main content area is divided into sections: 'Give us your feedback', 'Menu', 'Account ID: 4690650-003-LIQ', and 'Processed and Pending Customer Orders'. The 'Menu' section on the left has a red arrow pointing to the 'Submit RLD' link. The 'Processed and Pending Customer Orders' section contains a table with columns for Invoice #, Order Detail, Filing Period, Closed, Status, Posted Price, Agent Price, Invoice/Coupon, Order Adjustments, and Order Confirmation. The table lists 14 orders, all of which are 'Shipped'.

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- View Back Orders
- Submit RLD
- Make a Payment

Account ID: 4690650-003-LIQ

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments	Order Confirmation
208433		27-Feb-2013	31-Jan-9999	NEW	0.00	0.00			
208329	Order Details	13-Feb-2013	13-Feb-2013	Shipped	103,388.20	90,854.45	Invoice/Coupon		Order Confirmation
208243	Order Details	06-Feb-2013	06-Feb-2013	Shipped	114,251.15	100,423.68	Invoice/Coupon		Order Confirmation
208114	Order Details	30-Jan-2013	31-Jan-2013	Shipped	165,855.95	145,749.23	Invoice/Coupon		Order Confirmation
208014	Order Details	16-Jan-2013	17-Jan-2013	Shipped	177,072.80	155,606.26	Invoice/Coupon		Order Confirmation
208013	Order Details	09-Jan-2013	09-Jan-2013	Shipped	125.70	110.46	Invoice/Coupon		Order Confirmation
207904	Order Details	09-Jan-2013	09-Jan-2013	Shipped	73,430.40	64,528.44	Invoice/Coupon		Order Confirmation
207805	Order Details	26-Dec-2012	27-Dec-2012	Shipped	20,620.20	18,120.41	Invoice/Coupon		Order Confirmation
207811	Order Details	02-Jan-2013	02-Jan-2013	Shipped	97,785.60	85,931.05	Invoice/Coupon		Order Confirmation
207806	Order Details	26-Dec-2012	27-Dec-2012	Shipped	153,551.00	134,936.01	Invoice/Coupon		Order Confirmation
207468	Order Details	19-Dec-2012	20-Dec-2012	Shipped	191,090.10	167,924.25	Invoice/Coupon		Order Confirmation
207468	Order Details	12-Dec-2012	12-Dec-2012	Shipped	111,803.25	98,249.34	Invoice/Coupon		Order Confirmation

This will bring you to the Liquor RLD Summary screen.

Click [“Click Here to Complete Liquor RLD”](#)

Give us your feedback

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Liq. Store
Request

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Save and finish later

Cancel

Liquor RLD Summary

Store Number:

Reporting Period: [Change Reporting Period:](#)

Total Posted Sales:

Total Discount:

Total Adjusted Sales:

[***Click Here to Complete Liquor RLD***](#)

The bars will be listed under [“License Number”](#) and [“Business Name”](#). Enter the amount in the [“Posted Sales”](#) and [“Discount”](#) fields. [“Adjusted Sales”](#) will auto-populate.

If you want to [“Delete”](#) a bar, Click the [“Trash Can”](#) on the left side of the bar’s License Number and Click [“Yes”](#) or [“No”](#). You can add a bar by typing the License Number at the bottom of the screen in the blank field.

RLD Table

Location: Store Number: Reporting Period:

Total Posted Sales: Total Discount: Total Adjusted Sales:


License Number	Business Name	Posted Sales	Discount	Adjusted Sales
<input type="text"/>	<input type="text"/>	<input type="text" value="125.00"/>	<input type="text" value="0.00"/>	<input type="text" value="125.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1,563.00"/>	<input type="text" value="25.00"/>	<input type="text" value="4,538.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="22.00"/>	<input type="text" value="0.00"/>	<input type="text" value="7,987.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Delete?

Yes No

When you have completed entering, Click **“OK”** at the bottom of the screen or **“Cancel”** if necessary. If you cancel you will have to start your RLD over.

	5129	THE FILLING STATION BAR & RESTAURANT	0.00	0.00	0.00
	5242	LIQUID LOUIE'S	0.00	0.00	0.00
	5253	HUNGRY BEAR STEAK HOUSE	0.00	0.00	0.00
	5290	GREY WOLF LOUNGE	0.00	0.00	0.00
	5296	HOLLAND LAKE LODGE	0.00	0.00	0.00
	6106	TRIX'S ANTLER SALOON	0.00	0.00	0.00



If you click Ok or Cancel, this will take you back to the Liquor RLD Summary screen. Once you are done entering your RLD, Click **“Submit”**.

Give us your feedback

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Submit

Save and finish later

Cancel

Liquor RLD

Summary



Store Number:

Reporting Period:

Total Posted Sales:

Total Discount:

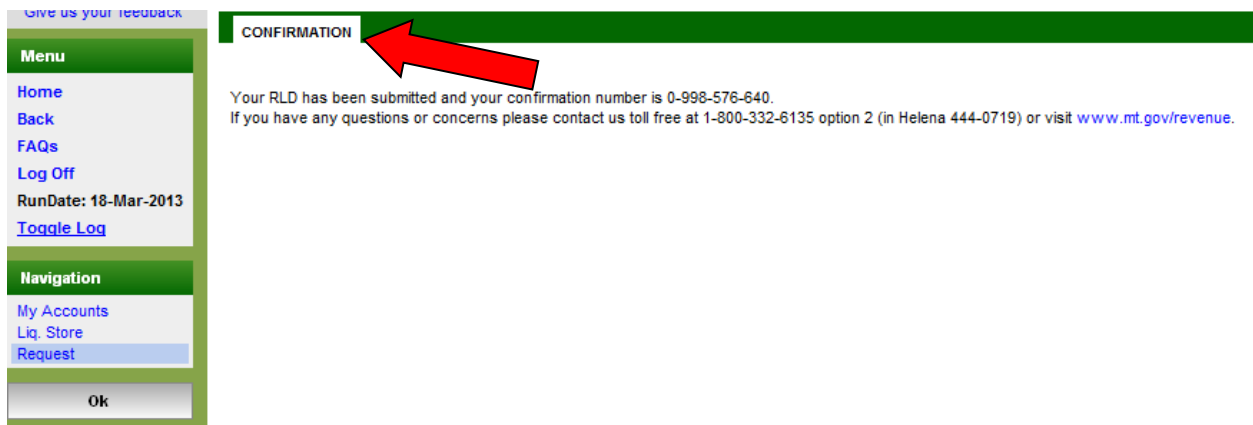
Total Adjusted Sales:

Change Reporting Period:

Click Here to Complete Liquor RLD



You will receive a confirmation number for your records.



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Ok

CONFIRMATION

Your RLD has been submitted and your confirmation number is 0-998-576-640.
If you have any questions or concerns please contact us toll free at 1-800-332-6135 option 2 (in Helena 444-0719) or visit www.mt.gov/revenue.

If you need to finish later, Click **"Save and Finish Later"** and come back at a later date to complete entering for submittal or **"Cancel"** if necessary.



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Liquor RLD

Summary

Store Number:	<input type="text"/>	
Reporting Period:	<input type="text" value="Feb 2013"/>	Change Reporting Period: <input type="button" value=""/>
Total Posted Sales:	<input type="text" value="0.00"/>	
Total Discount:	<input type="text" value="0.00"/>	
Total Adjusted Sales:	<input type="text" value="0.00"/>	

Click Here to Complete Liquor RLD

Submit

Save and finish later

Cancel

If you clicked "Save and Finish Later", to complete and submit your request, Click on "My Accounts".

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[Cancel](#)

Liquor RLD

Summary

Store Number:

Reporting Period: [Change Reporting Period:](#)

Total Posted Sales:

Total Discount:

Total Adjusted Sales:

Click Here to Complete Liquor RLD

Click on "Requests" from the Account Summary screen. Click on "Change".

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NAMES AND ADDRESSES

Montana Tax Number
Balance

Legal Name
DBA Name
Location Address
Mailing Address

ACCOUNTS¹

REQUESTS¹⁰

MESSAGING¹

LETTERS

MY ACCOUNTS¹

[Hide History](#)

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Id	Account Type	Name	Frequency	Address	Balance
1	LIQ	Agcy Liq Str	Weekly-Tue		

Click on the “RLD Submission for Period _____” to complete.

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SEELEY LAKE LIQUOR STORE INC

Montana Tax Number 5092193
Balance \$37,023.65

NAMES AND ADDRESSES

Legal Name SEELEY LAKE LIQUOR STORE INC
DBA Name
Location Address 2505 S RUSSELL ST
MISSOULA MT 59801-7979
Mailing Address

[ACCOUNTS¹](#) [REQUESTS¹⁰](#) [WEB MESSAGING¹](#) [LETTERS](#)

[BEING EDITED⁵](#) [WAITING TO BE PROCESSED¹⁰](#) [SEARCH](#)

BEING EDITED [Filter](#)

Created	Account	Id	Period	Title	Status	Confirmation #
18-Mar-2013	Agcy Liq Str	4399319-003-LIQ		RLD Submission for Period Feb 2013	Stored	1-535-447-552
18-Mar-2013	Agcy Liq Str	4399319-003-LIQ		RLD Submission for Period Feb 2013	Stored	0-461-705-728
18-Mar-2013	Agcy Liq Str	4399319-003-LIQ		RLD Submission for Period Feb 2013	Stored	1-803-883-008

Click “Change” and Click “Click Here to Complete Liquor RLD” to complete entering your information.

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Request Information

Status
Logon
Montana Tax Number
Name
Agency Liquor Store Account - LIQ
Submitted Date 18-Mar-2013 13:40:05

Liquor RLD

Summary

Store Number: 122
Reporting Period: Feb 2013
Total Posted Sales: 1,584.00
Total Discount: 0.00
Total Adjusted Sales: 1,584.00

Change Reporting Period: ☐

Click Here to Complete Liquor RLD

Once your RLD is complete, click the Submit button

When finished Click "Ok"

		5129	THE FILLING STATION BAR & RESTAURANT	0.00	0.00	0.00
		5242	LIQUID LOUIE'S	0.00	0.00	0.00
		5253	HUNGRY BEAR STEAK HOUSE	0.00	0.00	0.00
		5290	GREY WOLF LOUNGE	0.00	0.00	0.00
		5296	HOLLAND LAKE LODGE	0.00	0.00	0.00
		6106	TRIX'S ANTLER SALOON	0.00	0.00	0.00

Click "Submit". You will receive a confirmation number for your records. Click "Log Off"

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Liquor RLD

Summary

Store Number:	<input type="text" value="122"/>	
Reporting Period:	<input type="text" value="Feb 2013"/>	Change Reporting Period: <input type="button" value=""/>
Total Posted Sales:	<input type="text" value="2,362.00"/>	
Total Discount:	<input type="text" value="0.00"/>	
Total Adjusted Sales:	<input type="text" value="2,362.00"/>	

Click Here to Complete Liquor RLD

Once your RLD is complete, click the Submit button